



J. TYLER McCAULEY  
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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March 8, 2004

TO: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **RAMONA ELEMENTARY SCHOOL AFTER-SCHOOL ENRICHMENT  
PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Ramona Elementary School (Ramona), a subcontractor of the Los Angeles County Office of Education (LACOE), an After-School Enrichment Program (ASEP) service provider for the period of July 2002 through November 2003. The review was conducted as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project.

**Background**

The Department of Public Social Services (DPSS) contracts with LACOE to provide an after-school enrichment program to eligible CalWORKs children who are enrolled within LACOE's service area. The ASEP incorporates educational, recreational, and enrichment activities at elementary school sites that enroll a high number of CalWORKs children. LACOE subcontracts with school districts and non-profit organizations to provide the ASEP at 81 school sites. Ramona is one of the 81 school sites that provide the ASEP using staff from the Alhambra City School District. Ramona is located in the Fifth District.

DPSS/LACOE pays Ramona a negotiated rate of \$10 to \$20 per student per session based on the number of hours in each session. For Fiscal Year (FY) 2002-03, Ramona was paid approximately \$60,000.

**Purpose/Methodology**

The purpose of the review was to determine whether Ramona provided the services outlined in their contracts with LACOE and DPSS. We also evaluated Ramona's ability

to achieve planned service and staffing levels. Our monitoring visit included a review of Ramona's invoices, Ramona's weekly activity schedule, students' attendance records, personnel and payroll records, and interviews with Ramona staff and students.

### **Results of Review**

Overall, Ramona is providing the services outlined in its County contract. Ramona maintains documentation to support the services billed to DPSS and employs qualified staff to perform those services. The students interviewed stated that they enjoy the program and participate in various activities, including reading, writing, math, computers, music, and recreation. In addition, Ramona achieved their planned service levels for FY 2002-03 and for the first five months of FY 2003-04.

Attached is a detailed report of the monitoring review.

### **Review of Report**

On February 19, 2004, we discussed our report with LACOE. Attached is their written response in which they agreed with the report's findings. In addition, we notified DPSS of the results of our review.

We thank Ramona for their cooperation and assistance during this review. Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1122.

JTM:DR:DC

Attachment

c: David E. Janssen, Chief Administrative Officer  
Department of Public Social Services  
Bryce Yokomizo, Director  
Gail Dershewitz, Division Chief, Research, Evaluation and Quality Assurance Division  
Sheri Lewis, HSA III, Child Care Program Section  
Darline P. Robles, Ph.D., Superintendent, Los Angeles County Office of Education  
Maria Sanchez, Principal, Ramona Elementary School  
Violet Varona-Lukens, Executive Officer  
Public Information Office  
Audit Committee

**CENTRALIZED CONTRACT MONITORING PILOT PROJECT  
AFTER-SCHOOL ENRICHMENT PROGRAM  
FISCAL YEAR 2003-2004  
RAMONA ELEMENTARY SCHOOL**

**BILLED SERVICES**

**Objective**

Determine whether Ramona Elementary School (Ramona) provided the services billed in accordance with the Los Angeles County Office of Education (LACOE)'s and the Department of Public Social Services (DPSS)' contracts.

**Verification**

We interviewed the Program Leader of Ramona and reviewed students' attendance records, a weekly activity schedule, and a snack schedule. We also observed students participating in reading, writing, music, homework help, outdoor recreation, and snack during the After School Enrichment Program (ASEP).

**Results**

No exceptions. We reconciled the names of the students that Ramona billed DPSS to Ramona's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

**Recommendation**

**There is no recommendation in this section.**

**PARTICIPANT VERIFICATION**

**Objectives**

Determine whether the students are eligible for the ASEP and actually received the services from Ramona that LACOE billed DPSS.

**Verification**

We randomly selected a sample of nine out of 37 (24%) students from October 2003 invoice and interviewed them to confirm that they received the services scheduled in the weekly activity schedule and a daily snack during the ASEP. We also verified the eligibility status of the nine students sampled on the Gain Employment Activity and Reporting System (GEARS).

**Results**

No exceptions. Our review of GEARS disclosed that the nine students were eligible for the ASEP. The students interviewed stated that they enjoy the program activities. They also stated that they receive a daily snack and participate in various activities, including reading, writing, math, computers, music, and recreation.

**Recommendation**

**There is no recommendation in this section.**

**STAFFING LEVELS****Objective**

Determine whether Ramona's staff-to-students ratio does not exceed 1:15 ratio as required by LACOE's and DPSS' contracts.

**Verification**

We interviewed the Program Leader and reviewed Ramona's timekeeping records for the staff assigned to the ASEP. We also observed the ASEP staff working with students during the ASEP.

**Results**

No exceptions. Our interview with the Program Leader and review of timekeeping records disclosed that Ramona assigned 13 staff to the ASEP. As of January 2004, Ramona had 47 students enrolled in the ASEP and a staff-to-students ratio of less than 1:15. In addition, on January 20, 2004, we made an unannounced visit to Ramona and observed nine staff working with 43 students. The staff-to-students ratio on this day did not exceed the 1:15 ratio.

**Recommendation**

**There is no recommendation in this section.**

**STAFFING QUALIFICATIONS****Objective**

Determine whether Ramona's staff have the qualifications as required by the contract.

- Program Administrator needs to be superintendents, principals, and other administrators.

- Program Leader needs to be a high school graduate with experiences in supervising curricular, co-curricular or extracurricular activities and working with children.
- Extended Day Teachers need to possess credential authorizing service in grade K-8 or passage of CBEST with eligibility criteria for Emergency Permit.
- Instructional Aides need to be a high school graduate.

**Verification**

We judgmentally selected seven staff and reviewed their personnel files to determine their qualifications.

**Results**

No exceptions. Our review of documentation in the staff's personnel files disclosed that the staff assigned to DPSS' contract possess the required education and work experience identified in DPSS' contract.

**Recommendation**

**There is no recommendation in this section.**

**SERVICE LEVELS****Objectives**

Determine whether Ramona achieved its planned service level of 38 students per month.

**Verification**

We obtained the number of students receiving services at Ramona from LACOE and Ramona's invoices for the period of October 2002 through November 2003 and compared the numbers against the budgeted amounts. During our review period, Ramona did not operate the ASEP from July through September 2003.

**Results**

No exceptions. For the review period, Ramona provided services to an average of 38 students each month and achieved its planned service levels.

**Recommendation**

**There is no recommendation in this section.**



## Los Angeles County Office of Education

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March 1, 2004

Darline P. Robles, Ph.D.  
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Mr. J. Tyler McCauley  
Auditor-Controller  
Los Angeles County Department of Auditor-Controller  
1000 Fremont Avenue  
Alhambra, CA 91803

**RE: Ramona Elementary School, Alhambra City School District**

Dear Mr. McCauley:

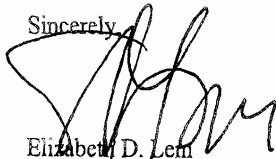
Thank you for the opportunity to respond to the draft contract compliance review for the Los Angeles County Office of Education's After-School Enrichment Program regarding Ramona Elementary School, Alhambra City School District.

We have reviewed the report and are in agreement with the findings. We are very proud of Ramona Elementary School's program and appreciate that your staff found the program to be in compliance with the contract. Ramona's school staff have worked very hard to provide the best quality program to the children of their district.

I would also like to thank your staff for their continued professional approach to the audit process. They have not been intrusive nor have they interfered in the daily work of staff.

If you have further questions or need additional information on the program, please contact John Berndt, program coordinator, After-School Enrichment Program, at (562) 401-5597.

Sincerely,



Elizabeth D. Lem  
Assistant Superintendent  
Educational Services

EDL:JSB:rc:dr

c: Darline P. Robles, Ph.D., superintendent  
file